



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

#013 (Readvertisement)

Date: June 22, 2012

TO: ALL MISSION PERSONNEL

FROM: TERRY ALSTON– HUMAN RESOURCES OFFICER

**SUBJECT: CONSULAR ASSISTANT AT AMERICAN CITIZEN SERVICES
UNIT**

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: **Consular Assistant**

POSITION OPEN TO: **U.S. Citizen Eligible Family Members ONLY**
(see the definition below)

POSITION SCHEDULE: **Full Time, 40 hours per week**

GRADE LEVEL: **FP-07* (full performance level)**

OFFICE LOCATION: **Consular Section/American Citizen Services Unit**

OPENING DATE: **Immediate**

DEADLINE: **July 2, 2012 at 6 P.M. Kyiv time**

**FP-7 is subject to confirmation with Washington.*

DEFINITION:

U.S. Citizen Eligible Family Member (USEFM) is:

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (*as defined in 3 FAM 1610*) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM 3232.2](#). If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.

WORKING ENVIRONMENT AND BASIC FUNCTION OF POSITION:

The position is responsible for providing basic services to American Citizens Services (ACS) unit customers, maintaining ACS information resources including our website and Facebook page, and for handling unit correspondence. The position is also responsible for all aspects of federal benefits services, tax assistance and voting assistance to American Citizens in Ukraine.

MAJOR DUTIES AND RESPONSIBILITIES:

- Answer ACS-related correspondence (letters, faxes, e-mails, phone calls, Congressional inquiries, etc.) **25%**
- Maintain ACS flyers, handouts, posters, web site, Facebook page, forms, travel advisories, etc. Update of Consular Section portions of the Duty Officer's Handbook, Emergency Action Plan, Disaster Handbook, ACS standard operating procedures as necessary. **25%**
- Provide general ACS services during public hours. **25%**

- Provide services for beneficiaries and applicants for Federal benefits, liaise with Federal Benefits Units in Warsaw and Frankfurt and with the Social Security Administration (SSA).
- Provide voter assistance services, answer inquiries related to voting, and handle outreach to the American Citizen community in Ukraine.
- Provide tax-assistance-related services, including outreach to the American Citizen community, tax forms, facilitate visits by IRS consultants, and facilitate delivery of tax return Treasury checks. **20%**
- Other duties as assigned. **5%**

REQUIRED QUALIFICATIONS:

Education:

Completion of high school is required.

Work Experience:

Two years of experience in a professional office environment is required.

Post-entry training:

On-the-job training and FSI Consular Correspondence Courses are mandatory. Consultations at other posts and training will be offered as time and budget permits.

Language Proficiency:

Fluency (Level IV) in English required.

Job knowledge, skills, abilities:

Good working knowledge and experience with modern office software (Microsoft applications and other) and equipment is a must. Drafting skills in English is required. Good customer service, communication and interpersonal skills are also required.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office **by COB July 2, 2012.**

The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:121255155).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens. The incumbent of the position must be able to obtain and hold a **Secret Security Clearance as determined by the Bureau of Diplomatic Security**.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM applicants will be interviewed by HRO, CLO and the Selecting Officer and will be ranked against the announced job requirements. The Selecting Officer will make a recommendation for employment to the Post Employment Committee which must be supported by a majority of votes. Final approval for the selection must be endorsed by the Deputy Chief of Mission.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED:

LMillman – CONS (by email);